

Why Recycle at your Event?

Recycling is good for the environment, saves natural resources, conserves water and energy and it's the law in Montgomery County. When properly designed, a recycling program can reduce the costs associated with trash collection and disposal. The next time you host or manage a special event in Montgomery County, don't forget to provide the means for your participants, exhibitors and patrons to recycle. Here are some examples of special events where you will need to implement a recycling program:

- Church Picnics
- Concerts
- Fairs and Festivals
- Farmers' Markets
- Golf Tournaments
- Outdoor Movie Nights
- Parades
- Running Races/Walk-a-thons
- Youth/Adult Soccer/Lacrosse Tournaments

Recycling Spotlight: AT&T National Golf Tournament

In 2008, the Division of Solid Waste Services (DSWS) worked closely with the Tiger Woods Foundation providing assistance on setting up a recycling program for the AT&T National Golf Tournament held at Congressional Country Club in Bethesda. Staff from DSWS met with the event organizers and vendors to discuss the implementation of an event recycling program. Staff provided on-site recommendations, trained maintenance staff on recycling procedures and monitored recycling containers throughout the event. Event staff placed labeled recycling containers next to trash containers, in food service areas and heavily-traveled, high-traffic areas such as bathrooms, entrances/exits, etc. This increased recycling opportunities for both tournament staff and visitors and raised awareness of recycling efforts in Montgomery County.

Need Help?

The Montgomery County Division of Solid Waste Services' Business Recycling SORRT (Smart Organizations Reduce and Recycle Tons) Program is ready to help you! We provide technical assistance, guidance and support for your recycling efforts. These services include:

- On-site consultation and technical assistance
- Development of site-specific recommendations
- Recycling and solid waste program design
- Maintenance services staff/employee training (including bilingual presentations)
- Educational materials such as posters, brochures and labels



This information is available in an alternate format by calling Gabriela Monzon-Reynolds at (240) 777-6400.



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Recycling at Special Events: What You Need to Know!

A How-To Guide for Implementing Recycling Programs at Special Events



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FROM CONCERTS TO GOLF TOURNAMENTS, PARADES TO 4TH OF JULY COMMUNITY EVENTS,

Montgomery County is host to numerous special events each year that pose unique challenges to recycling programs. No matter the type of event, various types and amounts of waste are generated. As part of Montgomery County's goal to recycle 50 percent of all waste generated in the County, it is important to recycle as much material as possible, whenever and wherever possible.

Montgomery County Executive Regulation (ER) 15-04AM requires that the following materials be recycled if generated:

Mixed Paper, including:

- White Paper/Office Paper/Colored Paper
- Shredded Paper
- Corrugated Cardboard/Boxboard
- Newspapers/Inserts
- Magazines/Catalogs
- Telephone Directories/Paperback and Hardcover Books
- Unwanted Mail/Envelopes
- All Other Clean and Dry Paper

Scrap Metal

- Ferrous and Non-Ferrous Metal Items

Commingled Containers, including:

- Glass Bottles and Jars
- Aluminum Cans and Foil Products
- Bi-metal (Steel/Tin) Food and Beverage Cans
- Plastic Bottles, Containers, Jars, Tubs, Lids, Pails, Buckets, and Flower Pots

Yard Trim

- Grass, Leaves, Garden Trimmings and Brush

Christmas Trees

Planning Checklist and Guidelines for Implementing Recycling at Your Special Event

One Year Before:

- Become familiar with the County's recycling regulations and programs
- Research and estimate the amount of waste your event will generate
- Appoint someone to serve as recycling coordinator

Six Months:

- Determine collection logistics
- Contact local waste/recycling collection companies and become familiar with their services; compare quotes for services
- Research potential volunteer resources
- Meet with vendors and contractors to discuss recycling
- Research opportunities to donate unused or unwanted items to local charitable organizations

Two Months:

- Confirm recycling/waste collection services with collection contractor; organize and plan collection and transportation of materials if self-hauling recyclable materials to a recycling facility
- Organize, educate and train volunteers
- Design and produce educational materials for the recycling program

One Month:

- Create vendor and concessionaire recycling policies and procedures
- Train event staff on recycling procedures

One Week:

- Ensure that recycling/waste collection company delivers the necessary containers or set-up containers if you will be self-hauling materials
- Implement recycling as soon as set-up begins; ensure exhibitors and vendors receive information pertaining to recycling and waste collection procedures
- Observe recycling practices of staff and vendors

Day Prior:

- Conduct training with all event staff, vendors and volunteers
- Distribute recycling procedures to vendors
- Strategically place clearly labeled recycling and refuse containers around event site and ensure that recycling containers are placed next to all trash containers
- Confirm that your staff is aware of recycling policies

Event Day:

- Assign volunteers to monitor recycling and refuse collection containers
- Monitor and empty the containers when necessary to prevent overflow of containers
- Monitor all aspects of the recycling program
- Make notes of where improvements can be made

Post-Event:

- Obtain the weight of recyclable materials and refuse collected during the event from the waste/recycling collection company or obtain scale-house documentation of materials self-hauled to recycling facilities
- Reward the vendors and concessionaires that were the most exceptional
- Review program success and failures
- Start planning for next year's event

Incorporate Recycling into your Special Event

In Five Easy Steps

Step 1: GET ORGANIZED

- Determine the types of materials being generated that will need to be recycled at your event. Not all events will generate all of the mandatory materials previously listed. However, most events will generate large amounts of food and beverage containers such as aluminum cans, plastic bottles and cardboard boxes.
- Appoint a recycling coordinator for the event. The recycling coordinator should help design the recycling program, train volunteers, and work with vendors and exhibitors before, during and after the event. The recycling coordinator could also help monitor the waste and recycling containers during the event.

- Contract with a private recycling/refuse collection company if there are no recycling amenities that can be used for the event. (Please note: the Montgomery County Division of Solid Waste Services does not provide recycling collection services for special events or businesses). When shopping around for recycling collection services ask these important questions: How many recycling and refuse containers are necessary to service the event? Will you provide the recycling containers? Where will the containers be delivered/picked-up? How much will this cost?
- You may also choose to transport (self-haul) your recyclable materials to a recycling facility, which will eliminate the need to contract for collection services. Organizers or volunteers may collect and transport the collected recyclable materials after the event.

Step 2: DETERMINE RECYCLING AND REFUSE COLLECTION LOGISTICS

- Check with the venue to determine if they will offer recycling collection/set-up for your event or if you can use their already existing recycling amenities.

Step 3: CONTAINER LABELING, PLACEMENT AND EDUCATION:

- Label all recycling containers to indicate the appropriate materials to be placed inside for recycling (labels can be obtained through DSWWS or through your collection company).
- Place recycling containers next to all trash containers to minimize contamination and maximize participation.
- Place recycling containers in heavily-traveled, high-traffic areas such as food service areas, bathrooms, entrances/exits, etc.
- Keep messages simple, concise and to the point. Make recycling noticeable to the patrons and exhibitors through posters, banners, labels, etc.
- Monitor recycling stations. Have your staff or volunteers monitor recycling stations at all times to avoid contamination.

Step 4: HANDLING YOUR VENDORS AND CONCESSIONAIRES:

- Inform all vendors and exhibitors about the recycling program. You can do so when they register to attend the event. Take the time to remind them about the program and include a list of materials that can be recycled and how they can recycle. Create clear instructions for them to follow.

- Formulate a plan for the vendors to handle the recyclables. For example, require exhibitors and vendors to break down cardboard boxes and take them to a centralized area for collection. Have all other recyclable materials delivered to a specific collection point as well. Create a rewards system for vendors who participate in your recycling program. You may also want to let your patrons know that the vendor is recycling by putting up signs.

Step 5: POST-EVENT:

- Donate perishable and non perishable foods and miscellaneous items to local charities, schools and thrift shops.
- Obtain the amounts of recyclable materials and trash collected from the recycling/waste collection company, or obtain scale-house documentation of recyclable materials self-hauled to recycling facilities.
- Reward the vendors and concessionaires that were the most exceptional.
- Review program success and failures.
- Start planning now for next year's event.



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